

Lender Checklist for Submitting PLP Loan Requests

TO: Sacramento Loan Processing Center DATE: _____
Small Business Administration
6501 Sylvan Road, Suite 111
Citrus Heights, CA. 95610-5017

RE: Applicant Name _____
OC Name (If applicant is an EPC) _____
(If more than one OC, attach additional sheet with all OC names)

FROM: Lender _____
Contact _____
Address _____

Phone _____ FAX _____

All of the following items are enclosed:

- ☐ A. Copy of page 1 of SBA Form 4 (8-01), Application for Business Loan.
- ☐ B. Copy of front of SBA Form 4-I (8-01), Lender's Application for Guaranty or Participation (signed by two authorized officials of Lender)
- ☐ C. Copy of "Supplemental Information for PLP/SBAExpress Processing" (ver. 07/20/06)
- ☐ D. Original or facsimile of "Eligibility Information Required for PLP Submission" (ver. 08/01/08)
 - ☐ If PLP loan is to refinance debt, a fully completed business indebtedness schedule is attached (a copy of schedule on page 2 of SBA Form 4 or a separate schedule containing the same information)
 - ☐ If PLP loan is to finance change of ownership and valuation is performed by lender's loan officer, a synopsis of the analysis is attached.

Signature and Title of Lender

Date